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Class Specifications  
for the Class:

PLANNING PROGRAM MANAGER

Duties Summary:

Directs and coordinates a major subdivision of the State's program of public planning; and performs other duties as required.

Distinguishing Characteristics:

This class involves overall responsibility for all planning projects with regard to a major subdivision of the State's program of public planning. It represents the work of a position at the branch chief level which functions in accordance with broad policy guides.

Examples of Duties:

Establishes broad work plans and priorities; conducts program analyses and develops budgets; reviews operating procedures and policies and recommends revisions; reviews and evaluates project recommendations and assists in making presentations to the Governor and legislature; initiates cooperative agreements with other public agencies and develops contract agreements with private agencies; speaks before public groups; and prepares reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: The purpose, principles and practices of public planning; general research sources and sources of socio-economic information; research and statistical methods and techniques used in public planning; report writing; governmental organization programs and functions; public relations; trends in public planning; principles and practices of supervision.

Ability to: Plan, organize, direct and coordinate a major subdivision of State public planning affecting broad areas of community life and development; establish and maintain effective relationships with public and private groups and individuals including the initiation of cooperative agreements; speak and write effectively; and speak before groups.

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PART I  
PLANNING PROGRAM MANAGER

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This is an amendment to the class specification for the class Planner VII approved on June 25, 1976, due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980, and a change in title to PLANNING PROGRAM MANAGER effective August 30, 1982.

DATE APPROVED: 8/30/82 /s/ Clement L. Kamalu  
for DONALD BOTELHO  
Director of Personnel Services

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The code number for the class Planner VII was changed from 2.850 to 17.153 and the class was incorporated in the Excluded Managerial Compensation Plan (EMCP) effective July 1, 1981, in accordance with Act 254, SLH 1980.